COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes a deployment training requirement and program for all 440 AW personnel with a deployment commitment. It outlines functional management procedures and minimum deployment requirements. This instruction applies to all units assigned to, and serviced by, the 440th Airlift Wing, GMIAP-ARS, WI and implements AFPD 10-1, *Mission Directives*, dated August, 1993.

SUMMARY OF REVISIONS

Paragraph 2.1.1 changed Logistics Management to Program Analysis, Deployment Training Course #11 frequency of training changed to biennial, #10 cargo is changed to material, work center/position changes on page 5.

1. **References:**

    1.1. AFI 10-403, *Deployment Planning.*

    1.2. AFI 31-207, *Arming and Use of Force by Air Force Personnel.*

    1.3. AFI 36-2226, *Combat Arms Training and Maintenance*

    1.4. AFI 36-2238/AFRC 1, *Self Aid and Buddy Care Training*

    1.5. AFI 32-4001, *Disaster Preparedness Planning and Operations*

    1.6. AFRESI 10-101, *Wing/Group Plans Procedures.*

2. **Responsibilities:**

2.1. The Combined Plans Office (440 AW/XP) is responsible for overall management of the program through the Logistics Plans Office (440 AW/XPL). The Program Analysis Officer will chair all deployment meetings with unit deployment managers to:

2.1.1. Discuss deployment needs and problems.

2.1.2. Review local exercise reports to determine remedial training needs.

2.1.3. Manage training program objectives by:

2.1.3.1. Maintaining data on training needs.

2.1.3.2. Identify training shortcomings to affected units.

2.1.3.3. Briefing the commander on program status.

2.1.3.4. Ensure deployment training classes are filled when possible.

2.1.3.5. Plan deployment exercises with emphasis on preparation, processing of cargo, passengers and active operations of unit deployment workcenters to develop and maintain deployment proficiency.

2.1.3.6. Act as the single point of contact for the 440 AW concerning deployment training.

2.1.3.7. Maintain data on training needs and training completed. Provide 440 LSS/LGT with all changes to the training data as soon as it becomes available.

2.2. The Logistics Support Squadron Transportation Section (LSS/LGT) will:

2.2.1. Provide qualified instructors.

2.2.2. Schedule classes upon receipt of AF Form 2426 (Training Request and Completion) or as listed in quarterly schedule published by XP.

2.2.3. Make arrangements for all necessary equipment, supplies, classrooms, and instructors.

2.2.4. Provide units and XP with copy of AF Form 2426 certifying attendance and completion of class.

2.3. Unit Commanders will:

2.3.1. Schedule deployment personnel for training as identified in Attachments 1 and 2.

2.3.2. Ensure deployment personnel have one-year retainability.

2.3.3. Deploy sufficient personnel who are deployment-task qualified to meet redeployment requirements.

2.3.4. Through the unit deployment manager, manage the program by:

2.3.4.1. Making sure there are enough personnel for each deployment task.

2.3.4.2. Scheduling unit personnel for deployment training by submitting an AF Form 2426 to 440 AW/XP.

2.3.4.3. Maintaining deployment training records for unit personnel.

2.4. Unit deployment managers will:

2.4.1. Be the unit office of primary responsibility (OPR) for deployment training.

2.4.2. Determine unit deployment training needs and request training.

2.4.3. Ensure sufficient number of unit personnel are properly trained in the areas of:

2.4.3.1. Cargo Preparation.

2.4.3.2. Pallet build-up.

2.4.3.3. Hazardous/Sensitive Cargo Identification and Certification.

2.5. Individuals will attend their scheduled classes.

3. Deployment Ancillary Training:

3.1. All personnel subject to deploy or identified to deploy must receive ancillary training.

3.1.1. Personnel subject to deploy are personnel whose AFSC is listed in *any* UTC.

3.1.2. Personnel identified to deploy are personnel who are assigned against a specific position in a UTC.

3.2. Personnel subject to deploy and identified to deploy must meet these minimum requirements:

3.2.1. Explosive Ordnance Reconnaissance (EOR) training. This is provided in initial Chemical/ Biological Warfare Defense Training (CBWDT) in the form of videos.

3.2.2. Law-of-armed-conflict briefing and Personal and Family Readiness briefings.

3.2.3. Self-aid and Buddy Care training.

3.3. Personnel identified to deploy must have the following:

3.3.1. Small arms training.

3.3.2. Chemical/Biological Warfare Defense Training (CBWDT).

3.4. The following are the OPRs for their respective area(s):

3.4.1. CBWDT - 440 SPTG/CEX.

3.4.2. Self-aid and Buddy Care - 440 AW/MDS.

3.4.3. Personal and Family Readiness - 440 AW/DPF and 440 SPTG/DPM.

3.4.4. Law-of-armed-conflict - 440 AW/JA.

3.4.5. Small Arms - 440 SPS/CATM.

3.4.6. Ancillary Training Program - 440 SPTG/DPMPT.

4. Procedures:

4.1. The unit deployment manager will attend the 440 AW monthly deployment training meeting and obtain the quarterly training schedules. These show regularly scheduled classes. Submit an AF Form 2426 to the 440 AW/XP no later than the unit training assembly (UTA) prior to the class date. XP will consolidate the AF Forms 2426 give them to the OPR (instructor).

4.2. Upon successful completion of the class, the instructor will return a copy of the AF Form 2426 to the unit deployment manager and to XP.

4.3. Training should be annotated on appropriate training records. The unit deployment manager may keep a consolidated record of the unit deployment training on locally-approved microcomputer software or manual documentation recorded on AF Form 1098 (Special Task Certification and Recurring Training) as desired.

4.4. If additional/special training classes are not scheduled and are desired, XP will make the arrangements with the instructor for the training once a sufficient number of students are available. This training will be scheduled during the next UTA or as soon as possible.

4.5. Unit Ancillary Training Monitors should provide feedback (data) to the Wing monitor. In addition, unit monitors should provide data to XP on a quarterly basis (Jan, Apr, Jul, Oct) so we can monitor deployment training status. This can be done by listing the type of training, number of personnel who require training, and number of personnel trained.

PAUL R. COOPER,   Brig Gen, USAFR
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Attachment 1

DEPLOYMENT TRAINING COURSE

COURSE	OPR FOR INSTRUCTION	FREQUENCY OF TRAINING
1. Deployment Control Center (DCC)**	XP	Biannual
2. Personnel Deployment Function (PDF)**	DPM	Annual
3. Cargo Deployment Function (CDF)**	LGT	Annual
4. Cargo Terminal**	LGT	Annual
5. Passenger Terminal**	LGT	Annual
6. Surface Comm Movement Terminal**	LGT	Annual
7. Unit Deployment Manager	XP	Biannual
8. Cargo Prep & Marking**	LGT	Annual
9. Pallet Build Up**	LGT	Annual
10. Hazardous Material	LGT	Biennial
11. AMC Affiliation Load Planners	ALCF	Biennial
12. COMPES	XP	Annual

NOTE: Satisfactory performance during a deployment exercise or contingency may suffice for refresher training for the courses marked **. Satisfactory performance must be documented on AF Form 2426.

Attachment 2

DEPLOYMENT TRAINING REQUIREMENTS

Work Center/Position	Course Numbers
Unit Deployment Manager	1, 7, 12
Hazardous Material Certifier	8, 9, 10
Pallet Build Up Monitor	8, 9
Cargo Increment Monitor	8, 9, 10

Deployment Work Centers	**Course Numbers**
DCC	1, 7
DCC OIC	1, 7
DCC NCOIC	1, 7
DCC Personnel Rep	1, 2
DCC Logistics Controller(s)	1, 2